

**State of California
Military Department**

Graphics Work Order

OFFICE OF THE ADJUTANT GENERAL IS THE PROVIDER OF THIS SERVICE

Graphics provides three basic types of services:

1. *Pre-Press:* Copy preparation and topography is provided to assist in the preparation for printing of a variety of publications such as letterhead, forms, certificates, brochures, flyers etc.
2. *Project Coordination.* Projects requiring both copy preparation and printing will be coordinated through Graphics.
3. *Finish Work* Plaques, charts, graphs, signs and visual aids, etc.

YOUR NAME		PHONE NUMBER	MAIL BOX #
FROM (SECTION/UNIT)	<input type="checkbox"/> FEDERAL PROJECT <input type="checkbox"/> STATE PROJECT	DATE	DATE NEEDED

Instructions:

Office Use Only

SIGNATURE (approval for Special Projects)		STAMP IN	STAMP OUT
DATE RECEIVED	DATE COMPLETED		
ESTIMATED HOURS	ACTUAL HOURS		
FILE DESIGNATION	PROJECT STORAGE LOCATION		